

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Secretary - Public Utilities

Revision Date: 10/14
EEO Category: Admin. Support
Status: Non-Exempt
Control No: 30544

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direct supervision of the Support Services Manager or Operations Manager, provides support for the department in either Operations division or Support Services division; handles office correspondence, maintains records, communicates with the public, distributes work order information, and performs other related clerical duties.

III. Essential Duties:

- Performs working level secretarial and clerical duties; takes dictation and transcribes to draft or final copy as appropriate.
- Prepares letters, reports, memorandums and other correspondence.
- Receives, screens, sorts, and distributes mail and inter-office correspondence.
- Receives telephone calls from customers and the public and provides information requiring an understanding of department operations and policies.
- Assist with the dispatching needs of field operations requiring use of radio and other communication equipment.
- Completes data entry for the Department work management program.
- Maintains filing system and other areas containing department records.
- Updates department telephone lists for staff and outside organizations.
- Receives telephone calls, radio calls and walk-in traffic.
- Organizes department binders and booklets for department meetings, presentations, etc.
- Performs word processing, including memorandums, letters, mailings and brochures.
- Performs general office duties, including copying.
- Supports Operations Division activities as assigned.
- Logs complaints and dispatches as needed.
- Assists customers with hydrant meter rentals.

IV. Marginal Duties:

- Organizes, cleans and stocks operations library and storage cabinets.
- Enters information for utility costs at operations building.
- Enters backflow information.
- Receives accounts payable.
- Assist with medical card and license updates.
- Prepares weekly on-call information.
- Prepares and distributes weekly department briefs for operations.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires the equivalent of one year full time clerical training through a secondary or post-secondary vocational program.

Experience: Requires two years prior experience in secretarial activities with demonstrated competence; may substitute education and experience on a year-for-year basis.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; word processing, spreadsheet GIS software, work management software, and database software currently in use by City personnel.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish information; ability to work effectively as a team member; ability to serve citizens and contractors.

Equipment Operation: Type 50 wpm; requires regular use of a computer (using word processing and spreadsheet software), printer, copier, fax, and telephone system and two way radio; occasional use of 10-key adding machine and ability to perform basic arithmetic.

Analytical Ability: Ability to organize one's own time; ability to prioritize tasks; must work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and interactions with others.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____